

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

D/OTE
1026 CofC

EXTENSION

NO.

DATE 21 January 1986

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EO/DDA
7D24, Hqs.

2.

3. ADDA

4.

5. DDA

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15.

Thought you might be interested in seeing the OTE Notes--our internal newsletter. This is the second issue. We will send future issues FYI.

FORM
1-79

610

USE PREVIOUS
EDITIONS

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OTE NOTES

1986-I

9 January 1986

I want to once again wish you the best at the beginning of the new year. I am looking forward to the challenges that face the Office in 1986 and to working with each of you in meeting those challenges.

D/OTE

OTE AWARDS PROGRAM

Employees who make a significant contribution to the OTE's objectives will be recognized with awards three times a year. The award categories will be Instructor, Training Assistant, and Administrative Support Personnel. Detailed information on the program will be distributed in the near future.

CURRICULUM

Soviet Realities Institute. The Director of OTE met with Seweryn Bialer of Columbia University regarding the new Soviet Realities Institute. Bialer was strongly supportive and agreed to conduct the first overview week personally. Bialer is one of the country's leading Kremlinologists, and we are looking forward to having him at the 24 - 28 February course.

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[REDACTED]

Contract Process Course. The pilot running of this course was conducted specifically for the Science and Technology Directorate. [REDACTED] a Logistics careerist on rotation to OTE, was instrumental in designing this basic core course which can be tailored for various office and directorate contracting needs.

Advanced Intelligence Seminar. The updated version of this course featured a lively discussion with John McMahon, the DDCI, on future challenges facing the Agency and a session with the Staff Director of the Senate Select Committee on Intelligence.

ITCIA. The CT Division ran its first Introduction to CIA course which included a new segment on Counterintelligence: Individual Vulnerability.

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LANGUAGE TRAINING DIVISION

LTD recently administered 70 speaking, listening, and reading proficiency tests to Agency personnel stationed in eight Latin American countries, Thailand, and Morocco. LTD testers' professionalism and the advantages of testing employees in their work environment were highly praised by the stations visited.

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Members of LTD were active participants in the annual conference of the American Council on the Teaching of Foreign Languages in New York. Nina Levinson participated in the training of 65 testers at a four-day Oral Proficiency Testing Workshop; Chun Tan-choy presented a workshop on a computer program developed at LTD which uses animation to teach Chinese characters; and [REDACTED] presented a segment entitled "Strategies for Oral Interaction" as part of the Interagency Language Roundtable.

STUDIES IN INTELLIGENCE RECEPTION

The fourth annual Studies in Intelligence reception for contributors to the magazine was held in the Executive Dining Room on 3 December. The Chairman and Editorial Board members thanked the more than 80 guests for their contributions during the year.

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COMBINED FEDERAL CAMPAIGN

OTE employees contributed \$11,592 to the Combined Federal Campaign -- 50 percent above our goal. Many thanks to all who contributed and a special thanks to the Office's "key workers".

COMPUTER-BASED TRAINING

You can still take advantage of the "sneak preview" of CBT software before it goes to the Headquarters Learning Center. Just stop in Room 207 before the end of January for a free demonstration.

PROMOTION CEREMONY

Beginning in February, we will have a monthly ceremony in the OTE Conference Room to honor those promoted the previous month. Division chiefs will inform their employees of promotions as they occur, but the promotion certificates will be presented by the D/OTE or DD/OTE at the monthly ceremony.

RECENT PROMOTIONS

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